



Small Group Workshop

What Are They?

R group has names-

① Lay pastors

Daytime group for people on shift

Parents group

Buzz Bar Ministry Group

② Geographic groups

Components of Group

1. Prayer

2. Bible Study

3. Social Time

4. May have a mission, may not

Acolytes & Communion Services

Newcomers Group etc

Aids Group

Lay Pastors - take care of their group

8-10 people

Time 1 1/2 hrs

Closed Groups - ie Incest Survivors

Shepherd Group
Lay Pastor

Circle Groups, etc.

Call each other, deaths, birthday, etc

First phone call to Lay Pastor

How often meet

min 2x mo

Are monies collected

no money @ R - yes @ Jax

If so where does it go

Training = 2 way (Lay Pastors, Training day 8:30-3:30) @ 5 month training 2x mo

How long

Accountability - annual eval of Lay Pastors, Vision, etc

Too large = don't want to ÷ Talk about birth from very beginning

Responsibility of member

of people to rebirth group - about 15 then must

1. How started = looked @ congregation - 30/40 names

and opened up to the congregation

Started with 7 group = now 12

Have roles - have pairs (Lay Pastor)

Attendance shts to Wanda

Minutes yes & no

May have hospitality chair

Day
workshop
\$35 each

"Serpentinites" Book

Listen to your group

Member Resp - keep up with each other

Church ~~P~~ Pastor Liability?

Not form cliques = will happen - as group venture out to find others - empty cheer

Couples doing groups - each church decides

Motivate to come to group - have something that they want to do - AIDS, Bar, Pentecostal

Low attendance

Community Outreach - 5/4 months Advertise mailings - attention getter clown, Farmer

Breaks - can or can not. each group decides - but will lose momentum.

Mat'l Supplies - Bgt literature for gr min + scholarship

Meetings rotate in homes (Miss you @ Church Group - meets @ church - mail)

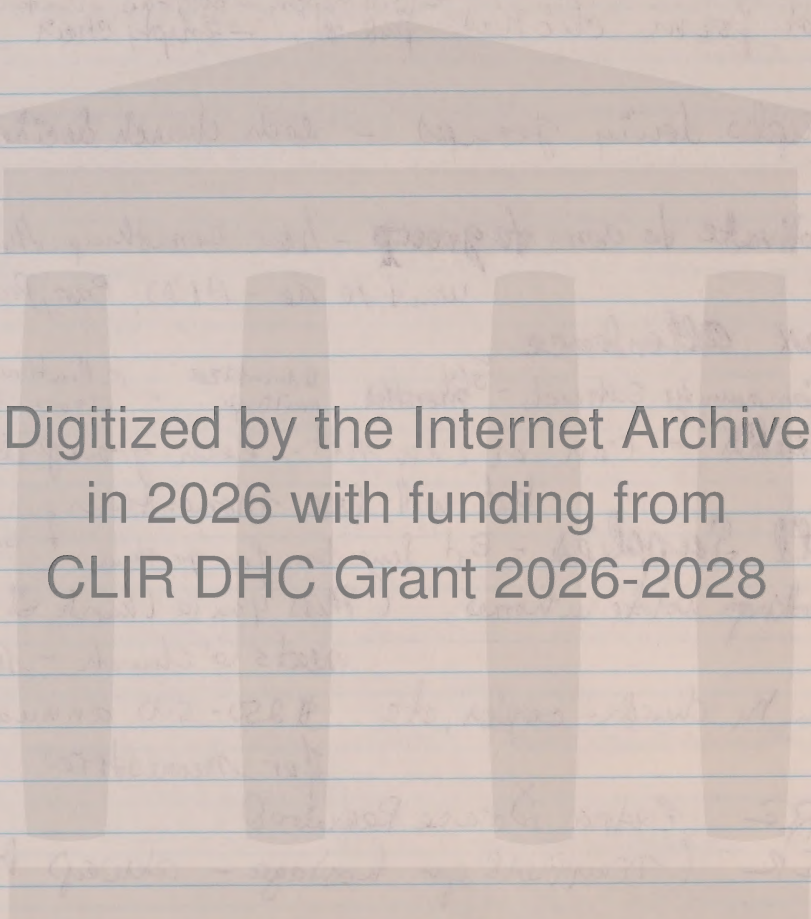
Given by church - copies, etc \$250-500 annual b'dgt for ministries

ERG Extra Grace Required

ERG (may hold gr hostage - always have one

Wanda drops in from time to time - gr Leader may also ask

Works now because people leading gr @ responsibility



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**Saint John's
MCC**

**Small
Group**

Ministries

Small Group

Sundays -

1st & 3rd - 1:30 - 3:00 pm

PARENTS AND MENTORS

Julie Butcher - 851-9869

1st & 3rd - 3:30 - 5:00 pm

DIVERSITY

Stan Kimer - 787-3091

Carlton Rutherford - 220-6738

Mondays

Every Monday - 7:30 - 9:00 pm

FOLLOW-UP

Pastor Wanda - 834-2611

Tuesdays

1st, 3rd, & 4th - 7:30 - 9:00 pm

LASTING IMPRESSIONS

Randy Carnahan - 829-5693

1st, 3rd, & 4th - 7:30 - 9:00 pm

COMMUNION

Bill Spivey - 821-5544

Paul Kessel - 233-1463

2nd & 4th - 11:00 am - 12:30 pm

DAYTIME GROUP

Mary Sherman (910) 891-4128

(Group meets in Raleigh, NC)

Ministries

Wednesdays

Every Wednesday - 7:30 - 9:00 pm

STUDY OF GENESIS

David Rice 783-5978

(Group meets in the Durham/Chapel Hill area)

1st & 3rd - 7:30 - 9:00 pm

BAR MINISTRY

Billy Hagwood 829-9298

Thursdays

1st & 3rd - 7:30 - 9:00 pm

DUNN, NC

Mary Sherman (910) 891-4128

1st & 3rd - 7:30 - 9:00 pm

CIRCLE OF FRIENDS (Women Only)

Melissa Fairrel 512-1080

2nd & 4th - 7:15 - 9:00 pm

PRAYER WITH PRAISE

William Stokes 772-8157

2nd & 4th - 7:30 - 9:00 pm

FAYETTEVILLE, NC

Wayne Cannon (910) 424-6416

About Small Groups

Small Group Ministries are not new. People have been meeting for decades in homes to study the bible and to discuss how to apply it to their daily lives.

Our mission here at St. John's is *Celebrating, Serving, and Growing*. We feel that all three can and are met through small groups.

In the two years since we began this ministry, people continue to find a place filled with love and caring people.

As we continue to grow as a church, there is more of a need for places where people experience God. In small groups, we are able to share our faith journeys, make friends, and grow as Christians -- both members and non-members.

Get Involved

It's as easy as 1, 2, 3 to get involved in the small group ministry at St. John's MCC.

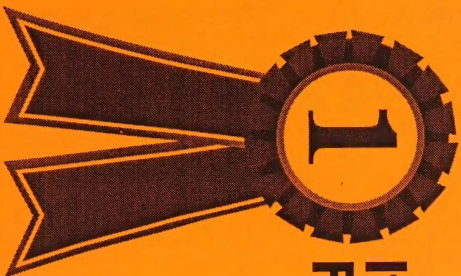
1. Look over the times of the meetings and see if one fits your schedule.
2. Give the Lay Pastor of that group a call or give Pastor Wanda a call if you have questions about the group.
3. Find out the meeting place and attend the meeting.

It's that simple. There is no pressure at anytime to join a group. It is up to you. All groups welcome new people at every meeting. They are actually praying for you as you read this. So think about it and pray about it and decide if it is the place for you.



**ST. JOHN'S
METROPOLITAN
COMMUNITY CHURCH**
PO Box 5626 ▼ Raleigh, NC 27650

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Raleigh, NC



**It's a FAIR.
First Place is reserved for YOU!**



SMALL GROUPS

FALL FUN FAIR

Sunday—October 20

The Fall **FUN** Fair is YOUR
First Place to Discover and Explore
the many different types of
Small Groups offered by
St. John's MCC.
11:00am & 7:15pm

What's a Small Group & Why would I want to go?

Small groups are made up of folks just like you who
face life together in supportive and caring ways.

- | | |
|-------------------|---------------|
| ▼ Friends | ▼ Prayer |
| ▼ Come as you are | ▼ Bible Study |
| ▼ Share the fun | ▼ Mission |
| ▼ Personal Growth | ▼ Parties |
| ▼ Caring | ▼ Picnics |

ALL GROUPS INCLUDE: prayer, bible study & mis-
sion. The following list describes features which make
each group unique. You are invited to **CALL** any of
the leaders for more information & details.

GROUP LISTINGS

Follow-Up **MONDAY/weekly, 7:30pm-9pm**
Sends the *Weekly News* and notes to people that have missed several Sundays. Pastor Wanda, 834-2611

Lasting Impressions **TUESDAY/1st, 3rd & 4th, 7:30-9pm**
Welcomes 1st & 2nd time visitors via personal written notes. Randy Carnahan, 829-5693

Communion **TUESDAY/1st, 3rd & 4th, 7:30-9pm**
Supports worship participation of acolytes & servers. Bill Spivey, 821-5544 & Paul Kessel, 233-1463

Daytime Group **TUESDAY/2nd & 4th, 11am-12:30pm**
Offers alternative time for those who prefer days. Mary Sherman, 910-891-4128

Durham/Chapel Hill **WEDNESDAY/weekly, 7:30-9pm**
Studying Genesis using the Bill Moyers PBS series. David Rice, 783-5978

Bar Ministry **WEDNESDAY/1st & 3rd, 7:30-9pm**
Taking the Good News into our community. Billy Hagwood, 829-9298

Dunn, NC **THURSDAY/1st & 3rd, 7:30-9pm**
Providing a point of contact for those who live south & east of Raleigh. Mary Sherman, 910-891-4128

Women Only **THURSDAY/1st & 3rd, 7:30-9pm**
Circle of Friends—a loving & supportive environment. Melissa Fairrel, 512-1080

Prayer with Praise **THURSDAY/2nd & 4th, 7:15-9pm**
Believers giving thanks and offering prayer by faith. William Stokes, 772-8157

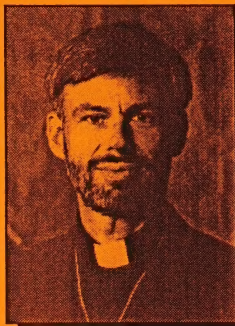
Fayetteville, NC **THURSDAY/2nd & 4th, 7:30-9pm**
Outreach to Fayetteville & Cape Fear region. Wayne Cannon, 910-424-6416

Parents & Mentors **SUNDAY/1st & 3rd, 1:30-3pm**
IMPAC: Including mentors, parents & children. Support for families, role models for children & teachers for SUN AM Youth ministry. Julie Butcher, 851-9869

Diversity **SUNDAY/1st & 3rd, 3:30-5pm**
Focus on diversity in our church and community. Carlton Rutherford, 220-6738 & Stan Kimer, 787-3091

From the Pastor

Fall FUN Fair= Friends & The Future



These are exciting times at St. John's MCC. Over 100 folks are now actively involved in the life and fellowship of our community of faith through the 12 Small Groups which you will find listed on the inside of this mailing. This is even more remarkable when you consider that less than 2 years ago our Small Group Ministry did not exist. God has truly blessed us with many committed and talented leaders who have successfully established, nurtured and birthed these groups. These leaders have been trained and guided by the dedicated efforts of our Associate Pastor Wanda Floyd. For all of this we give thanks to God.

The folks who have already discovered Small Groups are finding new friends and community within a context of fun, personal growth and meaningful service. God's love is made real and tangible through others who care for one another. This is important for many of those who are currently seeking to find what is missing in their lives. I believe that it will be even more important in the FUTURE. Our post-modern, information age world gives us incredible tools to communicate but often leaves us isolated and devoid of human contact.



The Small Groups of St. John's MCC will be featured at our **Fall FUN Fair on October 20th**. Join us at 11am and 7:15pm and visit the booths, tables and displays of this "Harvest Festival" style event. Come meet the group leaders and members and find out more. (They're also preparing some prize-winning food just for you!)

Shalom,

A large, stylized handwritten signature in dark ink. The signature appears to be 'Wanda Floyd' with a long, sweeping flourish at the end.



ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

Small Group Ministries

OVERVIEW



ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

805 Glenwood Avenue ▼ PO Box 5626 ▼ Raleigh, NC 27650-5626 ▼ 919-834-2611 ▼ FAX 919-834-2036

W. Wayne Lindsey
Senior Pastor

Wanda Y. Floyd
Associate Pastor

David G. Heid
Music Director

Michael C. Cooper
Admin. Assistant

November 1996

Greetings in the Name of Our Creator and Savior, Jesus Christ!

First, I thank you for being interested in attending this workshop on small groups. Their were a lot of other choices, and so I am honored that you choose to come and find out more about small groups. I hope that the time that you spent here was valuable and either gave you new ideas or calmed your fears about starting groups in your church.

We at St. John's are very excited about our groups and the hard work that the Lay Pastors have done. They continue to grow and surprise me with new ideas everyday.

Since starting this program two years ago, we have grown from 7 groups to 12 groups and probably have about 2 more birthing in the near future. God is definitely in the growing business!

What you have is a packet that I hope will be helpful to you. Every church is different and will tailor there program to fit the needs of their congregation. What you have, I hope, is a jumping off point. In going through the information, if you have a question, feel free to contact me and I will help you as best I can.

I am also available to come to your church and do a workshop on Saturday and perhaps preach about small groups on Sunday. It is up to you.

Again, thanks for coming and may God continue to bless you and your congregation as you continue to spread the Good News of Jesus Christ.

Love in Christ,

Wanda Floyd
Associate Pastor - Small Group Ministry



**ST. JOHN'S
METROPOLITAN
COMMUNITY CHURCH**

Small Group Ministries

APPLICATION

1-1-1978 14. 14.000 22.000 1. 14.000 1. 14.000 1. 14.000

ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

Application

Following is an actual application to become a Lay Pastor at St. John's MCC.

As we continue to grow, we realize that we need to have information on people that will be leading small groups. This information is kept confidential so the applicant is able to be as honest as possible.

This is the first step in our process.

This application is to be filled out honestly and openly. All information will be kept CONFIDENTIAL. This can be kept on file in the locked outside the church office. The pastor/pastors, please put in a written statement. Check these are present, depending on where you are in the process, you will either be contacted for an interview or asked to join a small group.

If you are called for an interview, the interview is one-on-one with me at the church. They last somewhere from 1 to 2 hours. This will be a time to discuss your application and any other questions and means that you may have.

Please keep in mind that not all people that go through the process will become lay pastors at St. John's MCC. We have certain guidelines and rules to be followed and not everyone will be willing to follow them. If at any time you want to stop the process, that is okay.

Please keep in mind the scripture, Matt. 22:14 "For many are called, but few are chosen", Luke 9:11-12 and 1 Cor. 12. We are not all called to do the same thing, but everyone is a valued child of God and we at St. John's believe that. If you are not chosen as lay pastor, there are many other opportunities for ministry, involvement and service in our church. You are a vital part of the church community. Your gifts may be in another area. We give a spiritual gifts questionnaire that you are welcome to take and discuss with me.

Again, I thank you for your interest and pray God continues to bless you on your life journey!

Pastor/Church:

Wanda Reed

Executive Pastor - Small Group Ministry

The first part of the paper discusses the importance of the study of the history of the United States. It is argued that the study of the history of the United States is essential for a full understanding of the country and its people. The second part of the paper discusses the importance of the study of the history of the world. It is argued that the study of the history of the world is essential for a full understanding of the world and its people. The third part of the paper discusses the importance of the study of the history of the United States and the world. It is argued that the study of the history of the United States and the world is essential for a full understanding of the United States and the world.

ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

Post Office Box 5626* Raleigh, North Carolina 27650-5626*919-834-2611*W. Wayne Lindsey, Sr. Pastor

Greetings in the Name of our Creator God!

Enclosed in this packet is your Leader's/Apprentice application for Potential Lay Pastors at St. John's MCC and other important information.

This application is to be filled out both honestly and openly. All information will be kept CONFIDENTIAL. They are to be turned back in to me in the basket outside the church office. For your privacy, please put in a sealed envelope. Once these are received, depending on where you are in the process, you will either be contacted for an interview or urged to join a small group.

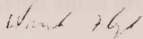
If you are called for an interview, the interview is one-on-one with me at the church. They last anywhere from 1 to 2 hours. This will be a time to discuss your application and any other questions and concerns that you may have.

Please keep in mind that not all people that go through the process will become Lay Pastors at St. John's MCC. We have certain guidelines and rules to be followed and not everyone will be willing to follow them. If at any time you want to stop this process, that is your choice.

Please keep in mind the scripture, Matt. 22:14 "For many are called, but few are chosen", Esph. 4:11-13 and I Cor. 12. We are not all called to do the same things, but everyone is a valued child of God and we at St. John's believe that. If you are not chosen as Lay Pastor, there are many other opportunities for ministry, involvement and service through Small Groups. You are a vital part of the church community. Your gifts may be in another area. We have a spiritual gifts questionnaire that you are welcome to take and discuss with me.

Again, I thank you for your interest and may God continue to Bless You on Your Life Journey!

Peace in Christ,



Wanda Floyd
Associate Pastor - Small Group Ministry

ST. JAMES' METHODIST CHURCH

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St. John's MCC Small Group Ministry
Leader's Application

Name: _____

Address: _____

Home Phone: _____ Occupation: _____

Work Phone: _____ Employer: _____

What areas are you involved in at St. John's MCC?

Hobbies: _____

Share two strengths you can contribute to this ministry.

Share two weaknesses that you will need help with in this ministry.

Why do you want to be involved in this ministry?

Are you going through any difficult or stressful physical or spiritual situations or relationships right now which we need to be sensitive to? (i.e. job transition, family problems, etc.) _____

What small group are you currently involved in? _____

How Long? _____

St. John's Hill, Great Gable, County Down
Lancaster, 1914

Dear Sir,

I have the pleasure to acknowledge the receipt of your letter of the 11th inst.

and in reply to inform you that the same has been forwarded to the proper authorities.

I am, Sir, very respectfully,
Yours faithfully,
J. H. [Signature]

Enclosed are sent on behalf of the [Name]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

[Name] [Address]

Spiritual Life

Briefly describe your current relationship with Jesus/God? Where does God fit in your life?

Describe a typical day in your week other than Sunday.

Do you feel that you are a team player? If so, how?

Journal Page

Write a paragraph about your relationship with technology. What does it do for you?

Describe a special day in your life when you were happy.

Do you think that you are a team player? If so, how?

Confidential Section: All information given will be held in the strictest confidence.

Have you ever received professional counseling or been involved in a support group? Yes ___ No ___

If yes, give dates & brief description. _____

Have you been hospitalized for a psychological/psychiatric reason within the past five years? Yes ___ No ___ If yes, give when/where/reason _____

Are you currently on any medication for psychological reasons? Yes ___ No ___
If so, what medications and how long have you been taking them? _____

Have you ever been accused of a crime? Yes ___ No ___
If yes, what was the offense, the date, & were you convicted? _____

1. What is your name? _____
All information given will be held in the strictest confidence.

Have you ever received professional attention or been involved in a lawsuit?
If yes, please state the date of the incident: _____

Have you been hospitalized for a psychiatric or physical condition within the past
five years? Yes _____ No _____
If yes, please state the date of the incident: _____

Are you currently on any medication for psychiatric or physical condition?
If yes, please state the date of the incident: _____

Have you ever been arrested or charged with a crime? Yes _____ No _____
If yes, please state the date of the incident: _____

Leadership Covenant

I, _____, accept the responsibility of being a small group leader. As such, I will perform the following things to the best of my ability:

AS A LEADER:

- Attend the monthly 2nd Tuesday leaders' meeting and call if unable to attend
- Discuss and choose a ministry for the group either before the first meeting or within two group meetings
- Host hospitality at least once every other month
- Turn in attendance sheets the Sunday following the group meeting
- Birth a group within 6 months to a year of meeting
- Participant in service on a regular basis
- Attend two morning services a month
- Any scripture lessons/topics for the group should be discussed with the Small Group Coordinator for approval

FOR THE SMALL GROUP:

- Meet on a regularly basis - twice a month
- Provide an atmosphere of safety and acceptance
- Pray for the group and its members daily
- Pray that God will fill the "empty chair" weekly
- Encourage growth in the group by talking about birthing
- Follow the structure of the group and begin and end on time
- Be prepared for each group by reading and studying the lesson ahead of time
- Know your limitations and when to make referrals if needed
- Act as a pastoral leader for the group:
 - Contact absent members within two days of meeting
 - Telephone newcomers before the next meeting
 - Celebrate special occasions (birthdays, anniversaries, etc.)
 - Listen and give support when needed
 - Initiate the closing prayer
- Watch for an apprentice to train, cultivate and prepare for birthing
- Discuss and encourage a group covenant
- Arrange for refreshments for the meetings (delegate if necessary)
- Coordinate meeting places and rides for those that do not have transportation
- Maintain an up-to-date directory on group members

FOR THE CHURCH:

- Openly support the pastoral leadership of the church
- Pray for the church, its staff and ministries on a regular basis
- Tithe
- Give of your time and talent
- Talk about small groups to other members of the church

Group Leader: _____

Date: _____

Coordinator: _____

Date: _____

1. The purpose of this study is to determine the effect of the treatment on the response rate.

2. The study is a randomized controlled trial.

3. The study is a parallel design.

4. The study is a prospective study.

5. The study is a phase III study.

St. John's Metropolitan Community Church
Small Group Ministry
Answering God's Call

The Meeting Process

The meeting process is a living process and must be lived by all in the group. However, it is the way to live it that counts. The first thing to do is to decide on a meeting time and place. The second thing to do is to decide on a meeting time and place.

Group Covenant

Group covenants are to be done for all groups. Its purpose is to help the group focus on what they want to do and who they are. They are to be done within the first two meetings. Once the covenant is decided on, all the members sign it and a copy is given to the Small group coordinator.

Items for covenants:

- Purpose - why do we meet
- Ministry area - what will our group do to make an impact on this church and the community (you should have an idea to present and the group follows)
- Place for gathering
- Beginning and ending time (you should already have this established, the group agrees)
- How refreshment responsibilities will be determined
- Day of meeting
- Confidentiality
- Accountability

Group Composition

The group composition was to be based on the following: the members of the group to be in the same field of study, the same age group, and the same sex. The group was to be composed of 10 members, 5 males and 5 females, and the members were to be of similar academic ability.

Group Composition

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Group Composition

Group Composition

St. John's Metropolitan Community Church
Small Group Ministry
Associate Pastor Wanda Floyd

The Birthing Process

The birthing process is both a joyous and painful time for any group. However, it is the way to insure the growth and good health of all small groups. The first time is not easy but once it is done, it becomes easier the next time. The benefits far out-weigh the fear of multiplying.

When the group reaches a total number of 10 -12 it is time to look at birthing a new group. Up to this time, whenever you have at least 6 people in your group, your group should break up into two groups for the bible study. That will allow people to share in their smaller group. This helps the birthing process to be an easier transition when it actually takes place. It is important to talk about birthing from the very beginning so that when it occurs, everyone is aware of it and questions may be asked along the way instead of having resistance in the end. No group will be allowed to have a consistent number of 15 without birthing within a reasonable amount of time.

FEARS IN MULTIPLYING:

- 1) **We'll miss our friends:** Remind them they will see their friends at church and can hang out with them at other times. The idea of having a joint social once a month can help the transition go smoother. Just because the group is multiplying does not mean they have to stop associating with each other.
- 2) **We don't want to birth:** No one wants to give up their bonds with others. However, small groups are about making room for new people not just people in the group. Birthing means there is always room for new people and that is what keeps our groups healthy and growing. The things that brought you to the group (nurture, bible study, bonding, sharing, etc.) does not happen when the group grows beyond a certain number.
- 3) **I don't want to birth:** This is when the leader decides that he/she does not want to birth because of their own needs. Small groups are about the needs of others, not just the needs of the leader. It is expected that all groups are to birth at some time within 6 mths to a year. If this does not occur, the group will become unhealthy and not grow.

St. John's Metropolitan Community Church Small Group Ministry Newcomer Prayer Book

The Starting Point

The primary purpose of this prayer book is to help you get started in your new church. It is designed to be a guide for you as you begin to explore the church and its ministries. The book is divided into four sections: 1. Getting Started, 2. Exploring the Church, 3. Finding Your Way, and 4. Growing in Faith. Each section contains a series of prayers and reflections that are designed to help you understand the church and its mission. The book is intended to be used as a resource for you and your small group. It is not meant to be a substitute for the Bible or the church's teachings. It is simply a starting point for your journey.

When you first come to church, you may feel a bit lost. You may not know where to go or what to do. That's okay. This book is here to help you. It will guide you through the basics of church life, from the worship service to the small group. It will also help you to understand the church's mission and how you can get involved. The book is written in a simple, easy-to-read style. It is meant to be a resource for you and your small group. It is not meant to be a substitute for the Bible or the church's teachings. It is simply a starting point for your journey.

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- 4) **We won't invite new people to our group so we won't have to birth:**
Groups that do not birth become stale and unhealthy. New people are what keeps groups healthy and growing just as the church grows because of new people. Birthing reminds us that groups are about those people that are not here yet.

The Small Group Ministry at St. John's is about making room for new people and cultivating new leaders. It is not about what is best for "me" but what is best for the "group". By multiplying and growing in a healthy way, it will insure the continued health of the church.

Your attitude and tone will set the atmosphere for a successful multiplication of your group. If you do not believe, support and own the idea of birthing, the group will not either.

Just as human body cells either multiply or die, the church will do the same. Healthy, growing groups will insure that the Body of Christ will remain active and alive at our church.

ST. JOHN'S

METROPOLITAN COMMUNITY CHURCH

Post Office Box 5626* Raleigh, North Carolina 27650-5626* 919-834-2611* W. Wayne Lindsey, Sr. Pastor

WEEKLY ATTENDANCE RECORD

(To be turned in on the Sunday following the group meeting in Pastor Wanda's folder outside of the church office)

Group Leader name/Number: _____

Co - Leader name/Number (if applicable): _____

Apprentice name(s)/Number(s): _____

Date of Meeting: _____

Attendees (continue on another sheet if neccessary)

1) _____ 7) _____

2) _____ 8) _____

3) _____ 9) _____

4) _____ 10) _____

5) _____ 11) _____

6) _____ 12) _____

Prayer Requests - On Back

Lesson Studied: _____

Date of next meeting: _____

Location: _____

Signed/dated: _____

OVER

Prayer Requests

Pain/Grief/Death: _____

Health Issues: _____

Relationship Issues: _____

Praises/Thanksgivings: _____

Job Situations: _____

Spiritual Issues: _____

General Prayer Requests: _____

Church: Staff, Leaders of the church, ministries of the church, Pastors, empty chair, other
Lay Pastors, other groups



**ST. JOHN'S
METROPOLITAN
COMMUNITY CHURCH**

Small Group Ministries

TRAINING DAY

Training Day

Once a year, usually in the fall, we have a training day. This is a day set aside for those that either want to find out more about small groups or those about to become Lay Pastors that are currently serving as Apprentices.

We start early in the morning and go for a full day. We have fun which makes the day go by faster.

Following is the schedule for the training day we just had.

Section 1

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

We have also conducted a thorough review of the existing procedures and have identified several areas for improvement. These changes will be implemented as soon as possible.

I am confident that these measures will ensure the highest level of accuracy and reliability in our financial reporting.

LOVE-LEARN-DO-ALL RIGHT!
Lay Pastor's Training Day - AGENDA - 9/21/96

Opening Song
Opening Prayer
Introduction
Overview of Day

9:15 - 9:45 Sharing Time

9:45 - 10:00 Background information for Small Groups:
 Purpose
 Biblical Implications
 Why Needed

10:00-10:15 GROUP ACTIVITY - Needs of Community/Church

10:15-10:30 SPOTLIGHT
 BREAK

10:40-11:00 Stewardship - Keith Mozingo - Stewardship Chair 1996

11:00-12:00 PRAYER VIGIL
 Leaders -Expectations
 -Qualifications
 -Apprentices
 -Leadership Covenant
 -Leader's Application

12:00-1:00 LUNCH

1:00-1:30 GROUP ACTIVITY - Questions

1:30-1:45 Feedback

1:45-2:00 SPOTLIGHT
 BREAK

2:00-3:00 Groups -Parts - Love/Learn/Do
 -Covenant
 -Birthing Process - Why/When
 -Empty Chair
 -Conflict Resolution
 -Ministry Area

LOVE LARRY BOOK 11, EIGHTH LOVE LARRY'S THIRTY DAYS - A LARRY - 1975

Chapter 100
Chapter 101
Chapter 102
Chapter 103

Chapter 104 Chapter 105

Chapter 106 Chapter 107
Chapter 108 Chapter 109
Chapter 110 Chapter 111
Chapter 112 Chapter 113

Chapter 114 Chapter 115 Chapter 116 Chapter 117

Chapter 118 Chapter 119
Chapter 120 Chapter 121

Chapter 122 Chapter 123 Chapter 124 Chapter 125

Chapter 126 Chapter 127

Chapter 128 Chapter 129
Chapter 130 Chapter 131
Chapter 132 Chapter 133
Chapter 134 Chapter 135
Chapter 136 Chapter 137

Chapter 138 Chapter 139

Chapter 140 Chapter 141 Chapter 142 Chapter 143

Chapter 144 Chapter 145

Chapter 146 Chapter 147 Chapter 148 Chapter 149
Chapter 150 Chapter 151 Chapter 152 Chapter 153

Chapter 154 Chapter 155 Chapter 156 Chapter 157
Chapter 158 Chapter 159 Chapter 160 Chapter 161
Chapter 162 Chapter 163 Chapter 164 Chapter 165
Chapter 166 Chapter 167 Chapter 168 Chapter 169
Chapter 170 Chapter 171 Chapter 172 Chapter 173

Ratios of Key Functions by Cell Group Types

Love



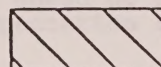
Learn



Do



Decide



Business
of the
Local Group



Care Group

Growth,
Support
Groups



Bible Study

Book,
Topic,
Other

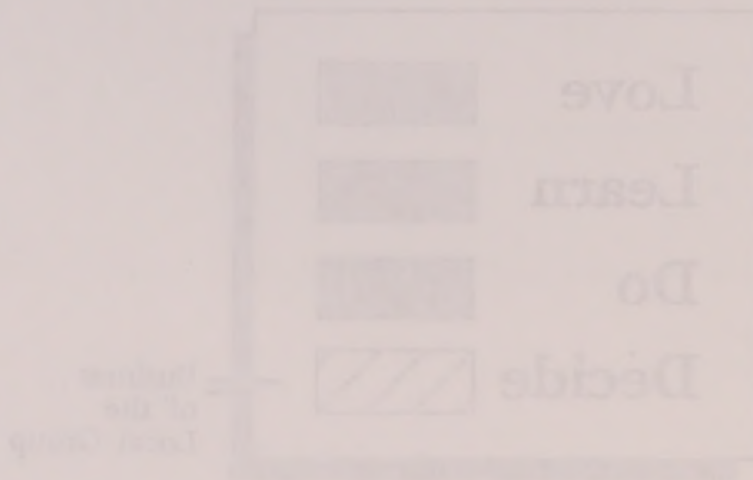


Ministry Team

Ushers,
Choir,
Food Bank

Chart 7

Ranks of Key Functions by Cell Group Types



Food Group
Health
Ministry



Food Group
Health
Ministry



Food Group
Health
Ministry

Prayer in Small Groups

When we pray out loud in a small group, it is a prayer of intercession (on behalf of someone). The person praying becomes the spokesperson for an individual or the group. It is helpful to:

- 1) Keep it short & simple:
 - a) use a common stem,
EXAMPLE: "We praise you and thank you God, for..."
 - b) if you chose to, people can add a line to the prayer as it goes around the group
 - c) try to use everyday language
 - d) Have each person mention their name
EXAMPLE: "God, we lift up to you ourselves. Please give us what we need as we tell you who we are..."
- 2) Be you:
 - a) What would you want someone to say for you?
 - b) Remember God understands anger, confusion, fear and love
 - c) Pauses during a prayer or silences during a group prayer are reasonable. Don't rush yourself or someone - make this clear to the group ahead of time.
 - d) Humor might relax the expectation to perform. God does have a sense of humor.
- 3) Be prepared:
 - a) Place
 - b) Posture
 - c) Presence
 - d) Passage

4) Be Inclusive:

-Beginning and ending can be difficult. EXAMPLES:

Beginnings

- Gracious God,
- Heavenly Creator,
- Loving God,

Endings

- We ask all these things in Jesus' name, Amen
- All praise and thanks to you, Oh God, Amen

THE "ONE ANOTHER'S" OF THE NEW TESTAMENT

1. "Be at peace with each other" - Mark 9:50
2. "Wash one another's feet" - John 13:14
3. "Love one another..." - John 13:34
4. "Love one another" - John 13:34
5. "Love one another" - John 13:35
6. "Love each other..." - John 15:12
7. "Love each other" - John 15:17
8. "Be devoted to one another in brotherly love..." - Romans 12:10
9. "Honor one another above yourselves" - Romans 12:10
10. "Live in harmony with one another..." - Romans 12:16
11. "Love one another..." - Romans 13:8
12. "Stop passing judgment on one another" - Romans 14:13
13. "Accept one another, then, just as Christ accepted you".....- Romans 15:17
14. "Instruct one another" - Romans 15:14
15. "Greet one another with a holy kiss..." - Romans 16:16
16. "...When you come together to eat, wait for each other..." - I Corinthians 11:33
17. "...Have equal concern for each other" - I Corinthians 12:25
18. "...Greet one another with a holy kiss" - I Corinthians 16:20
19. "Greet one another with a holy kiss" - II Corinthians 13:12
20. "...Serve one another in love" - Galatians 5:13
21. "If you keep on biting and devouring each other...you will be destroyed by each other" - Galatians 5:15
22. "Let us not become conceited, provoking and envying each other" - Galatians 5:26
23. "Carry each other's burdens..." - Galatians 6:2
24. "Be...patient, bearing with one another in love" - Ephesians 4:2
25. "Be kind and compassionate to one another..." - Ephesians 4:32
26. "...Forgiving each other..." - Ephesians 4:32
27. "Speak to one another with psalms, hymns, and spiritual songs" - Ephesians 5:19
28. "Submit to one another out of reverence for Christ" - Ephesians 5:21
29. "...In humility consider others better than yourselves" - Philippians 2:3
30. "Do not lie to each other..." - Colossians 3:9
31. "Bear with each other..." - Colossians 3:13
32. "...Forgive whatever grievances you may have against one another" - Colossians 3:16
33. "Teach one another" - Colossians 3:16
34. "...Admonish one another" - Colossians 3:16
35. "...Make your love increase and overflow for each other" - I Thessalonians 3:12
36. "...Love each other" - I Thessalonians 4:9
37. "...Encourage one another..." - I Thessalonians 4:18
38. "...Encourage one another..." - I Thessalonians 5:11
39. "...Build each other up..." - I Thessalonians 5:11
40. "Encourage one another daily..." - Hebrews 3:13

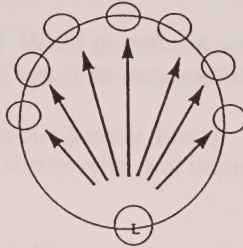
SUCCESSFUL GROUP DYNAMICS

1. Discussion promotes action

- a. Makes them doers (*James 1:22*)
- b. To apply scriptural principles to life (*Matthew 7:24*)

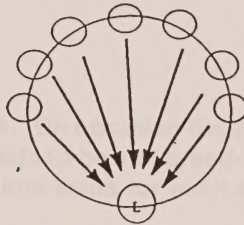
2. Discussion develops boldness to witness and explains their faith.
3. Discussion promotes openness.
4. Discussion inspires.
5. Discussion provides reinforcement and clarification.
6. Discussion develops new insight.
7. Discussion develops self-esteem.
8. Discussion provides the leader with clues as to how he should minister.

NOT THIS:



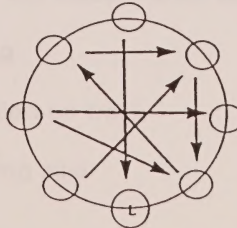
...The leader doing all the talking and the people all the listening.

NOR THIS:



...Each of the group members responding only to the leader in answering question.

BUT THIS:



...Group members interacting with each other, the leader guiding the discussion.

SUCCESSFUL GROUP DYNAMICS

I. Discussion Questions

1. To apply group theory to the business world
2. To apply group theory to the business world

3. To apply group theory to the business world

4. To apply group theory to the business world

5. To apply group theory to the business world

6. To apply group theory to the business world

7. To apply group theory to the business world

8. To apply group theory to the business world

9. To apply group theory to the business world

NOT THIS



The leader brings all the talking and the people all the listening

NOT THIS



NOT THIS



Group members interacting with each other in the business world

Lay Pastors

✓ Before the Meeting:

Pray for the group. Pray for every member of the group by name. Be personal. Prepare. Here are six areas to focus on as you think about the meeting:

people: Who is coming and why?

arrangement: What needs to be done - seating, temperature, Bible Study, childcare, music, materials? Who will do it?

relationship: How will you help people feel cared for? What can you do to break the ice, to relax, to feel comfortable, to open up?

study/task: What is your agenda? What questions are you going to use in Bible Study? What else do you want to accomplish?

prayer: What are the goals for your prayer time? How much time? What kind of prayer? What about those who feel uncomfortable praying aloud?

time: How much time is available? How are you going to use it? What is the real "starting time?" Closing time? Are you attempting too much? Too little? Who could take some of the segments?

✓ During the Meeting:

Use of Time: Keep the group within limits. On occasion the time use will change due to the need of the moment. But there needs to be an agreed-upon beginning and end to the meeting, as well as approximate time limits for each segment.

Flow of Discussion: One of the tasks of the small group leader is to keep the flow of the discussion moving. This is an art picked up by practice, but here are some ground rules for leading discussions. The role of the leader varies as the need arises:

Motivator: stimulate thinking

Facilitator: keep the discussion on track

Clarifier: explain what is being said

Affirmer: encourage and thank group members for contributing

Challenger: ask people to justify ideas from the Scripture

Redirector: draw others into the discussion

Interpersonal Communication: During the discussion process, there may be interactions that require some follow-up later on. For example, one person dominates the group, and they do not respond to your re-directing. Make a mental note of this and follow up later on.

Here are some other useful interpersonal communication points for group leaders:

- ◆ When you ask a question, give time for people to think.
- ◆ You're the discussion leader...not the answer person or the final authority on all matters.
- ◆ Assist people to participate, but avoid forcing anyone to answer.
- ◆ Look for ways to affirm people for their participation/contribution.
- ◆ Refrain from monopolizing the time.
- ◆ Pace yourself. Getting through all your questions isn't nearly as important as permitting everyone to participate.

✓ After the Meeting:

Care for the members. There are four types of people that especially need to be followed up on:

- ◆ those who were absent
- ◆ those who were ignored or "were silent" during the meeting
- ◆ anyone that was "attacked" during the meeting
- ◆ anyone who is hurting in a special way

different messages and their group members for contributing

Consequence: ask people to justify their from the beginning

Conclusion: show others into the situation

Important Characteristics: During the discussion process, there may be
interactions and some follow-up later on. For example, questions or
the group, and they do not respond to your discussion. Being a neutral role of the
and focus on their on.

There are some other contributing factors contributing to the group process:

4 When you see a question, give time for people to think.

5 You're the discussion leader... make sure you're at the head of the group
on all matters.

6 When people are participating, but not taking anyone in account.

7 Look for ways to allow people for their contributions/contribution.

8 Don't be too controlling the flow.

9 Don't interrupt. Giving people all your attention and really an important
in listening everyone is a mistake.

4 After the meeting:

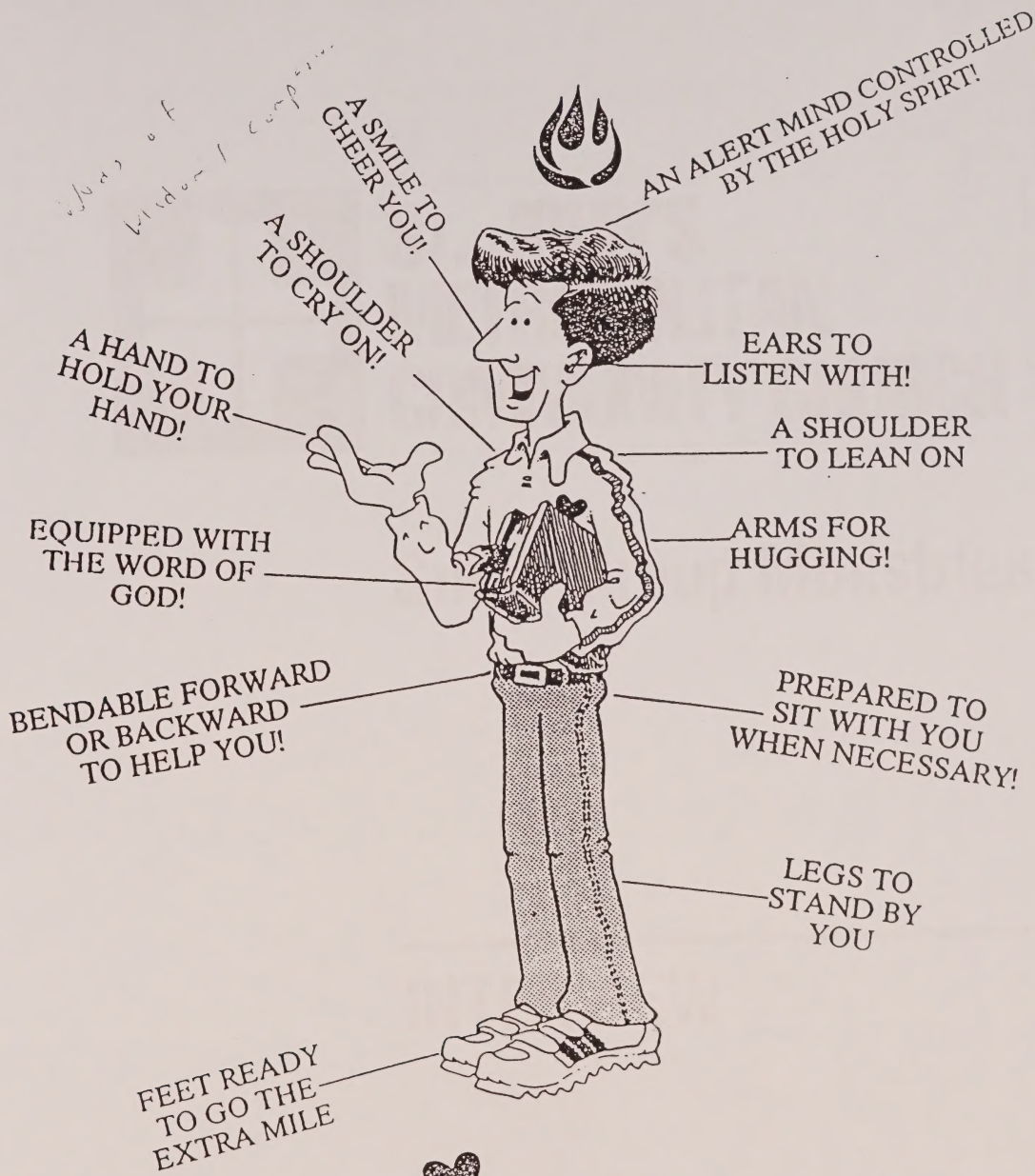
One for the minutes. There are four types of notes that especially need to be
followed up on:

• Those who were absent

• Those who were ignored or "were silent" during the meeting

• People that were "stalled" during the meeting

• Someone who is playing in a special way





... AND A PURE HEART WITH WHICH TO LOVE WITH



**ST. JOHN'S
METROPOLITAN
COMMUNITY CHURCH**

Small Group Ministries

INTERVIEW

Interview

When the person has gone through training or is about to birth a group, he/she gets together with me for a one-on-one interview. This is the final step and a very important one.

In the interview, they are able to ask questions and I am able to see if they are ready to take on the responsibility of leading a group. In a group setting, it is easy to see what you want to see, but in one-on-one situation, you can determine a lot more about a person.

The interviews last from 30 minutes to one hour. The questions that are asked are those that we feel should be asked of a leader in a church. As a leader, the Lay Pastor sets an example for all others to follow and we take that leadership very seriously.

Interview Questions

- 1) How did you come to be a part of St. John's MCC and how long have you been attending?
- 2) Do you believe in the ministry of small groups?
- 3) What gifts can you offer to a small group?
- 4) What is your vision for the small groups at this church?
- 5) Do you see a need for small groups? Why?
- 6) Do you feel prepared to lead a small group at this time? Why or Why not?
- 7) Are you aware of the need to develop other leader's to lead small groups?
- 8) What will you and your group do to encourage growth and birth?
- 9) Do you feel comfortable leading prayer and praying out loud?
- 10) Why did you decide to go through this training?
- 11) How do you feel about your listening skills?
- 12) How often do you study and/or read the scriptures?
- 13) Do you pray for this ministry, church, staff, pastors, and other leaders in this group?
- 14) What is your belief on tithing and giving?
- 15) Are you a member of St. John's? If not, are you signed up for a membership class?
- 16) What other ministries are you currently involved in at church?
- 17) What challenges do you feel you are constantly working on?
- 18) What are some of your strengths?
- 19) How would you evaluate this whole process?



ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

Small Group Ministries

EVALUATION

Evaluation

Once a year, we evaluate the Lay Pastors. This is our way of finding out how they are doing based on the comments of their members. All responses are kept confidential.

The Lay Pastor is also given a form to evaluate themselves. This helps them to look at what they have accomplished and to make goals for the new year.

This evaluation tool is then used as the basis for feedback for the Lay Pastor when we meet to go over how the group members rated them and how they are feeling.

This accomplishes several things including: helping the Lay Pastor to avoid burnout making sure they are within their stated goals and to let them know how group members feel about their leading style.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

The second part of the document outlines the specific procedures for recording transactions. It details the steps involved in the accounting cycle, from identifying the transaction to posting it to the appropriate ledger account. It also discusses the importance of double-checking entries to ensure accuracy.

The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It explains how the auditor uses various techniques, such as sampling and tracing, to test the reliability of the financial statements. It also discusses the importance of the auditor's report in providing assurance to the users of the financial statements.

Lay Pastor Review and Feedback

This form is for you to read over and evaluate yourself. We will meet in February to go over the forms. Please bring this with you at your scheduled time.

Name__ : _____

Time of Meeting: _____

Responsibility/Mission of Group: _____

Average number in attendance: _____

Challenges Faced During This Past Year: _____

Goals for the New Year: _____

Tasks/Mission/Jobs to Accomplish in 1996: _____

Feel free to use back for additional comments.

Part 1: Name of the person who is the subject of the report

This space is for the name of the person who is the subject of the report. The name of the person who is the subject of the report should be written in this space.

Feedback of Lay Pastor by Member

Please take a few minutes to fill this evaluation out. This information will be kept confidential. Your group leader nor any other members of the group will know any of this information. Please return the forms back to me by **January 31, 1996** in the enclosed stamped addressed envelope. Thank you for your time.

Name/Number: _____

Group Leader: _____

Apprentice(if any): _____

Approximate number of times you have attended the group: _____

1-Unacceptable

2-Marginal

3-Competent

4-Commendable

5-Exceptional

1)	Used the allotted time for group effectively	1	2	3	4	5
2)	Created an atmosphere of acceptance within the group	1	2	3	4	5
3)	Seemed excited and enjoyed leading the bible studies	1	2	3	4	5
4)	Allowed the group members to share without being judgmental	1	2	3	4	5
5)	Seemed prepared for each study	1	2	3	4	5
6)	Good listening skills	1	2	3	4	5
7)	Made the studies easy to understand	1	2	3	4	5
8)	Good communications skills	1	2	3	4	5
9)	Willing to be available at times other than the group meeting times to talk one-on-one	1	2	3	4	5

OVER

YES/NO

- | | | | |
|----|--|---|---|
| 1) | Contacted you if you missed a meeting | Y | N |
| 2) | Talked about the idea of birthing a group | Y | N |
| 3) | Talked about the mission/ministry of the group | Y | N |
| 4) | Were you asked to invite people to your group | Y | N |
| 5) | Have you invited people to your group | Y | N |

Other comments/remarks that could be helpful:

11	Does your group have a common purpose?	Y	N
12	Does your group have a common identity?	Y	N
13	Does your group have a common history?	Y	N
14	Does your group have a common future?	Y	N
15	Does your group have a common mission?	Y	N

(Please comment on the items that you checked "Yes" or "No")



**ST. JOHN'S
METROPOLITAN
COMMUNITY CHURCH**

Small Group Ministries

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Prepare Your Church for the Future. Carl George. 1991. Fleming H. Reuell Co., NY.

Called to Equip (Training and Resource Manual for Pastors. Palmer Becker. 1993. Herald Press, PA.

Called to Care (Training Manual for Small Group Leaders. Palmer Becker. 1993. Herald Press, PA.

Small Group Leader's Handbook. InterVarsity Christian Fellowship. 1982. InterVarsity Press, IL.

The Willow Creek Guide to Leading Life-Changing Small Groups. Bill Donahue. 1996. Zondervan Publishing House, MI.

Serendipity Bible for Small Groups.

Successful Home Cell Groups. Dr. Paul Yonggi Cho. 1980. Logos International, Plainfield, IL.

Serendipity Toll Free Number to Order their catalogue: 1-800-525-9563

Other possible resources:

Cathedral of Hope MCC, Dallas, TX - Jean Morris

St. Luke's MCC, Jacksonville, FL - Rev. Frankye White



of more than fifteen families, it divides into two. After that, the two new cells invite new people until they both exceed fifteen families again, and then they divide into four.

I already mentioned that in the beginning of our cell group ministry many people were reluctant to divide. Division had to be forced. That still happens occasionally, but most of the members of Full Gospel Central Church realize that the life of the group and of the church depends on constant cell division. Occasionally we have to send one of the pastors to persuade a cell group to divide, but generally the division takes place spontaneously when the group exceeds fifteen families. That is the rule in our church, and most of the members obey it without complaining.

Yes, there are often tears when friends have to separate to attend different meetings, but it is not a life-or-death situation. All of the cell groups are limited to specific geographical areas. If friends are no longer able to see one another in the cell meeting, they still get together at other times during the week, as all friends do, naturally. In addition, there are frequent district activities, where a number of cell groups get together for a picnic, a big prayer meeting or some other event.

There is one more thing that needs to be said about evangelism. The other side of evangelism is the back door of the church. Many churches complain that as many people are lost from the congregation through the back door as are won in revival meetings, and those

churches are not growing. Well, there is practically no back door to our church. The reason is that each home cell group is like a family circle. Through these family circles people feel a sense of belonging, and they are kept in the church. On top of that, each cell leader watches over his or her little flock, just as a hen watches over her chicks. He is constantly caring for the needs of his flock. But at the same time, if one member of his cell group "plays hooky" from church, the following day the leader calls to find out if anything is wrong. If anything is, he can go and attend to it right away. Perhaps the person is ill or having some other problem that can be handled through prayer and ministry. And if he is really backsliding, the leader can determine the source of the problem and discuss it with him.

Therefore, once a person comes into our church through the cell system, we are not likely to lose him. Someone is always watching out for him, caring for him, helping him.

One day a man and his wife came into my office. They introduced themselves as new members of the church. Then the husband laughed, shook his head and said, "It is impossible to escape this church."

"What do you mean?" I asked.

The husband began to tell me the story of how his son had become a hippie. "We were very much worried about him," he said. "But then a very nice lady from this church came to our house. She was one of our neighbors. Well, she began to deal with my son. She talked with

him and prayed with him, and after a while my son was completely changed.

"We really appreciated what she had done. She was so kind and nice.

"Then she invited us to come to her house for a visit, saying, 'We have a wonderful weekly meeting in our house. It is a wonderful time of fellowship, and we serve tea and cookies, and talk about religion. Would you come, please?'

"So out of appreciation we went. I must admit that we really did enjoy ourselves too. We listened to the singing, and the testimonies were very exciting. The message was good, and we even appreciated the concern of the people when they prayed for us and our son.

"But after the meeting was over, we didn't think too much more about it. We didn't think it was anything more than a nice evening with some of our neighbors.

"But then the next week this lady invited us again. So we thought it would be all right to go again, because we did enjoy ourselves the first time. But we never considered committing ourselves to anything on a regular basis.

"Then on Saturday she called us again and said, 'Tomorrow is Sunday. Won't you come with me to our mother church? We have a wonderful pastor. He always has a good message. Let's go!'

"The next day she came in her car and honked the horn. So we went.

"I have to tell you in all honesty that we were shocked when we arrived at the church. We had never seen such

a place! It was overwhelming, so big! But what really shocked us even more was how noisy it was. We had never seen people praying out loud like that before, and praising God and clapping their hands.

"After it was all over and we were home again, I said to my wife, 'Well, that was a fine church, I guess, but it was too noisy. I think some of those people were hysterical. I don't think we should go there any more.'

They didn't realize it at the time, but they had already been hooked by our cell system. The next week the cell leader went over and invited them again to come to the meeting. After that she said, 'I will pick you up again next Sunday for church.'

"We tried to make excuses," the husband said, "but she very politely refused to accept them. So week after week we found ourselves going to the cell meetings and coming to church with the leader. Yet all the while we felt trapped and uncomfortable. We felt so harassed that we decided to sell the house and move!"

They called a real estate broker, sold their house and left the neighborhood, all without the knowledge of the cell leader. They took up residence in a distant part of the city, and the husband said to his wife, "At last we are free of that lady!"

So the next week when the leader went to invite them to the cell meeting, she found an empty house. But she was not ready to give up on them. She went down to the town hall and found their new address, wrote it down and brought it to the pastoral department of the

church. There the clerk looked up the new address and turned it over to the cell leader for that area.

"I couldn't believe it," the husband told me. "There we were on Friday evening enjoying our freedom, when there came a knock on the door. I opened it, and there was this lady who said, 'Welcome to our area! I am the cell leader for Full Gospel Central Church, and you have been transferred to my section. Tonight we are coming to your house to celebrate!'"

"So they came and held a service in our home. Again we sang and we prayed, and the group prayed for us in our new home. After it was over and everybody had left, I said to my wife, 'What are we going to do? To avoid this church we are either going to have to emigrate to America, or to heaven!'"

"Then my wife said, 'Well, if we cannot avoid them, I guess the only thing to do is join them.'"

"So the next Sunday we came to church, and we clapped and shouted just like everybody else. Now we have even become full members of the church."

Since then that couple has become an outstanding family in our congregation. It was all because of the persistence of the cell leaders. (I must add that it was all done in a very nice way, and the people were not in the least bit offended. In fact, I am convinced that all along they were under conviction by the Holy Spirit. They were not just trying to run from our church or our cell leader; they were really trying to run from God. When they found they could not escape Him, they surrendered.)

Not all of our leaders are so persistent, of course, and not all of them are as successful in persuading unbelievers to come to the meetings. But there is enough success that our church is really growing.

We need to let the sinners come to our churches and meet Jesus Christ; we need them to be saved. Then we should never let them leave. The only way a member should leave the church is either to transfer to a new church or to be buried in a casket.

In our church it is impossible for me to have personal contact with all 150,000 members. But through the cell leaders I do have contact in a secondary way with them. I am assured that our members are properly cared for, properly disciplined, properly fed—and properly corrected when needed.

That is why we have real evangelism in our church! Our enthusiastic leaders are constantly bringing in unbelievers, and after they have them, they are meeting their needs so well that very few are lost out the back door.

